

## The Board of County Commissioners Of Riley County, Kansas

The Regular meeting of the Board of County Commissioners met at the Riley County Plaza East Building February 28, 2005 with the following members present: Bob Newsome, Chairman; Alvan Johnson, Vice Chairman; Mike Kearns, Member; and Rich Vargo, County Clerk.

### **8:30 Public Comment & Business Meeting**

Cindy Volanti, Administrative Account Analyst; Eileen King, County Treasurer; Clancy Holeman, Counselor/Director of Administrative Services; Tiffany Myers, Administrative Assistant; Gary Rosewicz, Assistant County Engineer; Janet Dean, Human Resources Coordinator; Lori Muir, Real Estate Specialist; and Barry Wilkerson, County Attorney, attended.

Kearns moved to pay the 2005 KAC dues in the amount of \$9,706.87. Johnson seconded. Carried 3-0.

Kearns moved to pay the 2005 KCCA dues in the amount of \$864.00. Johnson seconded. Carried 3-0. Johnson asked that a letter be drawn up explaining the Riley County Commission's disappointment concerning the organization's continuing dispute over development of legislative policy.

The Board of County Commissioners signed Riley County Personnel Action Forms for the following;

- Sheri R. Bott, a Legal Secretary, in the County Attorney's Office, for Separation from County Service, effective February 25, 2005.
- Betty L. Gassman, a transfer, as an Administrative Analyst, from the Treasurer's Office, effective March 10, 2005.

- Elizabeth “Betty” L. Gassman, a transfer, as an Account Clerk, to the Public Works Department, at a grade 6 step 6, at \$12.53 per hour.

The Board of County Commissioners signed Riley County Position Action Forms for the following:

- an Administrative Analyst, in the Treasurer’s Office, at a grade 8.
- Seasonal Laborers, in the Public Works and Parks Department, at a grade 2 (Nine Seasonal Laborers for Public Works and four Seasonal Laborers for Parks).

King discussed the Riley County policy for advertising all open positions. King stated she has someone in her office with the experience to move up to the Administrative Analyst position.

Newsome said it would be difficult for the Board of County Commissioners to go against their own policy and Federal Regulations require it.

Johnson said he understands Eileen King’s position, but feels we should follow current policy.

Johnson said that promoting from within each department is possible, but the county needs a policy for promoting from within. Johnson asked department heads to review and make a recommendation.

Kearns said he understands but we should follow current policy.

Wilkerson requested he be allowed to pay overtime pay in excess of his budget in order to train employees on a newly installed computer program in his office.

On February 14, 2005, the Riley County Attorney’s Office began the installation process of the new software for case tracking, KPS (Kansas Prosecutors System). During the past two weeks, the staff has been training,

learning the functionality of the new program. I anticipate all hourly paid staff will need to work some degree of overtime to maintain their duties along with the learning curve of the new program. It is my understanding, currently all support staff is enrolled in Comp Time. I am requesting a one time exception to pay the staff overtime beginning February 14, 2005 through April 22, 2005. I have informed them to keep the overtime to 5 hours per week and will be monitoring their time to insure they are not going over the 5 hour limit. My 2005 budget includes \$8,239.30 for overtime. I have projected the cost of this time period to be \$9,762.50 which is slightly over the budgeted overtime. I do not foresee this to be a problem.

Kearns asked if this would hurt the County Attorney's office system if this does not get approved?

Wilkerson said the program implementation will have to go slower.

Kearns said he would like to table this until Barry Wilkerson visits with Kathy Carpenter.

Kearns moved to approve the following warrant vouchers for February 28, 2005:

**2004 Budget**

County General	\$76,324.15
Riley Co Juvenile Service	1,496.73
21 <sup>st</sup> Jud Dist Surveillanc	1.96
Comm Plan Grt/Implementat	117.14
Riley Co Adult Services	108.52
Economic Development	4,668.59
Workers Compensation Rsrv	30.00
Solid Waste	15,440.57
County Building	4,661.46
Road & Bridge Cap Project	6,419.25
Landfill Closure	70.80
Riley Co Fire Dist #1	285.70

University Park W&S	207.20
Hunters Island Water Dist	654.12
Moehlman Bottoms	364.86
Konza Water Operations	829.50

**TOTAL. . . . . \$83,110.46**

**2005 Budget**

County General	\$271,526.32
Truancy Monitor	178.66
Juvenile Intake Case Mgr	729.19
Riley Co Juvenile Service	4,704.33
21 <sup>st</sup> Jud Dist Surveillanc	17.18
Comm Plan Grt/Implementat	130.33
Riley Co Adult Services	3,517.94
Capital Improvements Fund	17,592.48
Emergency 911	19,230.07
Solid Waste	118,294.95
County Building	4,085.73
Road & Bridge Cap Project	92,064.96
LEC – SURPLUS	41.40
JIACM	.37
Landfill Closure	922.52
Riley Co Fire Dist #1	20,266.30
University Park W&S	3,518.50
Hunters Island Water Dist	638.68
Deep Creek Sewer	170.59
Moehlman Bottoms	689.93
Valleywood Operations	160.86
Terra Heights Sewer	448.69
Terra Heights Sinking	2,967.80
Konza Water Operations	238.46
Valleywood Stormwater Ope	37.19

**TOTAL. . . . . \$562,173.43**

Johnson seconded. Carried 3-0.

Muir asked the Board of County Commissioners if they would like to participate in the Walk Kansas Program. Newsome, Johnson, and Kearns agreed to participate.

**9:00 Gary Rosewicz, Assistant County Engineer**

Bret Glendening, Budget and Finance Officer, attended.

Rosewicz reported on the status of various road and bridge projects.

Kearns moved to approve the minutes of February 24, 2005 as amended.

Johnson seconded. Carried 3-0.

**9:20 Budget and Planning Committee – Bret Glendening, Budget and Finance Officer**

Cheryl Collins, Museum Curator, attended

Glendening presented the monthly cash flow updates for the CIP, Economic Development, ½ cent sales tax, and County Building Funds.

**9:30 Press Conference**

Greg McClure, County Extension Agent; Laurie Harrison, Assistant Emergency Management Coordinator; Cheryl Collins, Museum Curator; Kristi Reif, American Red Cross; Rod Meredith, Assistant Public Work Director/Parks Director; and Kathryn Mayes, Manhattan Mercury, attended.

McClure announced a Horse Owner Workshop will be held on Saturday, March 5, 2005, at 10:00 a.m. to 2:00 p.m., at the RB Outpost, 10 miles northwest of Manhattan on Highway 24. The program is sponsored by the KSU-Riley County Extension Service and RB Outpost.

Harrison reported Severe Weather Awareness Training will be held at the Manhattan Fire Department Tuesday, March 1, 2005, at 3:00 p.m. and 7:00 p.m.

Harrison said a severe weather poster contest will be held in March.

Harrison said Severe Weather Awareness week is March 13, 2005 – March 18, 2005.

C. Collins announced the Celebrate 150! Lecture series will continue March 9, 2005 with Dr. Pat O'Brien speaking on "Digging Bluemont College: The Origins of Kansas State University" at 7:00 p.m. at the Manhattan Public Library.

Dr. O'Brien, Professor of Emeritus, conducted an archeological dig of the Bluemont College site and will discuss the results of her dig and her research into the early years of the University. This lecture series is sponsored by the Riley County Historical Society and Museum and the Manhattan Public Library. All of the lectures are free, and the public is invited to attend.

Reif said the Riley County Express Blood Drive is next week.

Reif said Type O blood is important because O negative blood can be given to anyone and O positive blood can be given to 90% of the population.

Reif reported eligibility for donor guidelines will be changed to make donating easier.

Meredith reported the Kansas County Road Scholar Program has been developed by the Kansas County Highway Association. Meredith said the Road Scholar Program's primary purpose is to train and promote a skilled workforce for Kansas local public works agencies. The program provides training to increase knowledge of local road maintenance procedures and improve technical, supervisory, and managerial skills.

Vargo said Advance Voting closes today at noon for the March 1, 2005 City/School Primary Election.

Vargo reported 226 advance voters have participated in person and 74 by mail.

**10:10 Clancy Holeman, Counselor/Director of Administrative Services**

- **Administrative Work Session**

Kathryn Mayes, Manhattan Mercury; and Barbara Withee, League of Women Voters, attended.

**10:10** Johnson moved that the County Commission recess into executive session pursuant to the non-elected personnel matters exception to the Kansas Open Meetings Act in order to discuss non-elected personnel and their interaction with this office, the open meeting to resume in the County Commission Chambers at 10:30 a.m. with Clancy Holeman, County Counselor. Kearns seconded. Carried 3-0.

**10:30** Kearns moved to go out of executive session. Johnson seconded. Carried 3-0.

No binding action was taken during the executive session.

**10:30 Dick Pikul, Pikul Engineering**

Monty Prescott, Tom Arpin – BG Consultants; Kathryn Mayes, Manhattan Mercury; Lance Lufman , John Doehling – Riley County Police Department; and Clancy Holeman, Counselor/Director of Administrative Services, attended.

Pikul said the final report on the LEC repair issues has been delayed due to delays in testing equipment.

Pikul said Cheney, BG Consultants, and Riley County Police Department have all been very cooperative in the resolution to the problems.

Johnson stated some of the tested mortar passed the test, but continues to be damaged by inmates.

Johnson asked if stronger mortar could be used?

Pikul said stronger mortar could be used.

Luftman expressed concerns with what will need to be done with the inmates in D-Pod when the contractors come in to fix the problems.

**11:10 Bid Opening for two one-ton trucks – Rod Meredith, Assistant Director of Public Works/Parks Director**

Clancy Holeman, Counselor/Director of Administrative Services; Monty Wedel, Director of Planning and Development; and Kathy Carpenter, Legal Assistant, County Attorney's Office, attended.

The Board of County Commissioners opened the bids for two one-ton trucks:

Long McArthur, Inc. P.O. Box 945 Salina, KS 67402-0945	No Bid
Dick Edwards Ford East Highway 24 Manhattan, KS 66502	\$58,164.00
Don Hattan Chevrolet, Inc. 6000 Hattan Drive P.O. Box 4659 Wichita, KS 67219	\$55,796.00
Jim Clark Auto Center P.O. Box 727 Junction City, KS 66441	1 <sup>st</sup> bid \$58,782.00 2 <sup>nd</sup> bid \$59,628.00
Ed Bozarth Chevrolet, Inc. 3731 South Topeka Blvd P.O. Box 1477 Topeka, KS 66601	\$59,648.00
Briggs GMC Trucks 2312 Stagg Hill Rd Manhattan, KS 66502	\$58,189.64
Jay Wolfe Chev Olds, Inc. 7707 State Ave Kansas City, KS 66112	\$56,444.00
Shawnee Mission Ford 11501 Shawnee Mission Parkway Shawnee Mission, KS 66203-3388	\$58,028.00
Midway Ford Truck Center, Inc 7602 NE 38 <sup>th</sup> St. Kansas City, MO 64161	\$59,184.00

Kearns moved to refer the bids to staff for evaluation and recommendation. Johnson seconded. Carried 3-0.

**11:20 Kathy Carpenter, Legal Assistant, County Attorney's Office**

Rod Meredith, Assistant Director of Public Works/Parks Director; Clancy Holeman, Counselor/Director of Administrative Services; Monty Wedel, Director



of Planning and Development; and Cindy Volanti, Administrative Account Analyst, attended.

Kearns asked why the training on the new system cannot be done during the day.

Carpenter said it can be done, but it is difficult to get daily work done, run the old system and learn the new system during normal working hours.

Carpenter suggested keeping the overtime to 2 hours a week and using comp time for any time beyond 2 hours.

The Board of County Commissioners, by consensus, agreed to allow 2 hours overtime pay (not comp time) per hourly staff per week effective February 28, 2005 through April 22, 2005.

**11:30** Discuss Ex-Officio appointment to Riley County Planning Board

Monty Wedel, Director of Planning and Development; Clancy Holeman, Counselor/Director of Administrative Services; and Rod Meredith, Assistant Director of Public Works/Parks Director, attended.

Kearns said discussed allowing a Fort Riley representative to be appointed as an ex-officio member to the Riley County Planning Board.

Wedel suggested allowing the Riley County Planning Board to discuss the appointment of a Fort Riley ex-officio member.

The Board of County Commissioners agreed.

**12:00** Intergovernmental Luncheon

**1:00** Johnson moved to adjourn. Kearns seconded. Carried 3-0.